



COUNTY OF SAN BERNARDINO
Workforce Investment Board
POLICY MANUAL

No. 2 (R 3)

ISSUE 1

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By

EFFECTIVE 3/10/08

SUBJECT

ETPL Policies / Procedures

APPROVED

Curt Hagman, Chairman

POLICY STATEMENT: The federal Workforce Investment Act (WIA) requires that vocational training be provided to qualified WIA clients. The vocational training must be offered through the use of eligible training providers such as educational institutions, community-based organizations, non-profit organizations, and for-profit businesses. WIA also specifies the process that the Local Workforce Investment Board, on the behalf of the County, must use to identify potential vocational training providers.

References:

- WIA Section 122: Identification of Eligible Providers of Training Services
- Title 20 CFR Section 663.500: Eligible Training Providers
- Workforce Investment Act Directive: WIAD06-15: Eligible Training Provider List
- Workforce Investment Act Directive: WIAD06-21: Workforce Training Act (SB 293) Implementation Guidance
- Unemployment Insurance Code 14230(a)(5)
- WIB Policy #4, Title I, Priority of Services
- WIB Policy #8, Standard for Achieving Self-Sufficiency in the LWIA
- WIB Policy #10, Individual Training Accounts

Vocational Training Provider Application Process:

1. Potential and existing vocational training providers may submit initial applications or changes to existing certified training programs for certification/re-certification to EDD on an as needed basis.
2. The Department of Workforce Development (DWD) staff will review and verify each application according to the policy and procedure guidelines established in WIAD06-15 for entry into the JTA system and submission to the California Employment Development Department (EDD) for certification and placement on the state Eligible Training Provider List (ETPL).
3. The listing of applications that are to be submitted to EDD will be presented to the LWIB Contracts and Performance Committee for review and acceptance.
4. Upon recommendation of the Contracts and Performance Committee, the listing is presented to the full WIB for recommendation to accept and submit to EDD for certification and placement on the State ETPL.
5. DWD staff will identify WIA customers who qualify for training services and provide guidance to them in selecting an appropriate training provider and program from the ETPL that will lead them to self-sufficiency as identified by the Self-Sufficiency Standard for California.
6. Annually the LWIB will commission a study of economic indicators within the County of San Bernardino to determine the occupations in demand by local employers. From this study the LWIB will establish the listing of demand occupations for the fiscal year from which WIA clients will be encouraged to use in selection of careers and/or vocational training programs.
7. Annually the LWIB will use the annual published report of ***The Self-Sufficiency Standard for California*** to establish the hourly rate of pay which is the amount of money that a family needs to be economically self-sufficient. The standard varies by family type, location and cost of living. A livable wage within the County of San Bernardino may be slightly lower than the rate for the Los Angeles area, which encompasses this local area.
8. With the exception of Customized, On-the Job Training (OJT) and Special Funded training (e.g., 15% Governor's WIA Discretionary Funds), all training will be provided through a voucher payment system as an Individual Training Account (ITA), which is set up for each WIA customer, signed and accepted by the customer and the selected training provider and executed by the DWD Director, Deputy Director or his/her designee.

9. The WIB has determined that local WIA Adult and Dislocated Worker funds are limited. Therefore, all training provided through an ITA will be limited to a maximum of \$7,500 per participant per fiscal year and is limited to residents of this county and to those "priority" individuals/groups listed in the WIA and other applicable Federal and State laws. Use of Pell Grants or other resources are required, if available, to offset WIA training costs.
10. In the event the State requires Local Workforce Investment Areas to submit performance information regarding ETP credential and job placement rates, DWD staff will report the results to the Contracts and Performance Committee prior to submission to the State.

Local Criteria for WIA Vocational Training and ITA:

1. Priority for vocational training must be in WIB established demand occupations in the local or regional area.
2. Training must result in employment that will lead the individual to self-sufficiency.
3. Length of training period must not exceed 24 months.
4. Cost of training must not exceed \$7,500 per individual.
5. Job placement rate must equal or be greater than that established by the State of California
6. Credential rate must equal or be greater than that established by the State of California